

Reminders and Guidance for Independent Study Activity Report & Independent Study Plan (April 2007)

**PLEASE READ ALL OF THE FOLLOWING INFORMATION TO ASSIST YOU IN
PREPARING TO WORK TOWARDS INDEPENDENT STUDY (IS).**

Before commencing on the IS project, all paperwork must be approved.

1. The Independent Study (I.S.) form should be filled out so that it looks like what one would expect to see in a syllabus. Everything should be very specific including dates, times, every resource, and all observable outcomes. Nothing should be left open-ended!

In fact, development of a new class could include three (3) separate I.S. forms: one for preparation and literature reviews, a second for curriculum development, and a third for defining the evaluation process once the curriculum is established.

Please keep in mind, the I.S. approval process and documentation must be very thorough or it will not be accepted. Numerous correspondences between the applicant and sponsor prior to approval should be expected.

a. **Step 1: What do I want to do?**

The professional development must be presented as either earning “Professional Studies” credit or “General Studies” credit. If you will be obtaining documented, direct feedback from other certified interpreters and Deaf professionals, this may count for “Professional Studies.”

Someone should be listed as overseer of the progress aside from the RID sponsor. This person, if heavily involved in the learning and development of the project, could apply for an I.S. as well.

b. **Step 2: What are my specific goals?**

The project should have a detailed timeline and a log to document all of the hours invested under each topic. Questions like, “How often will this meeting/activity occur?” and “How long will each session/reading assignment last?” should be answered. Everything documented must be measurable, observable, and tangible. Even the times when an overseer will be checking in on the progress should be defined.

c. **Step 3: How will I show my sponsor what I learned?**

A report should reflect on all of the goals from “Step 2”.

d. **Step 4: How many CEU’s am I proposing and why?**

This step should include the number of CEU’s, number of hours exceeding the minimum, and a content area whether “Professional Studies” or “General Studies.”

After the IS activity is completed, I need:

1. All documentation agreed upon in the plan including a listing of the hours invested, research, papers written, etc...

Please call or e-mail me if you have more questions.

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